

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. <b>PR-HQ-02-12880/0001</b>	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO. <b>PR-HQ-02-12880</b>	5. PROJECT NO. (If applicable)
6. ISSUED BY <b>Environmental Protection Agency Bid and Proposal Room, Ariel Rios Building (3802R) 1200 Pennsylvania Avenue, N.W. Washington, DC 20460</b>	CODE	7. ADMINISTERED BY (If other than Item 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(✓)	9A. AMENDMENT OF SOLICITATION NO. <b>PR-HQ-02-12880</b>
		✓	9B. DATED (SEE ITEM 11) <b>12/23/02</b>
			10A. MODIFICATION OF CONTRACT/ORDER NO.
			10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE		

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☒ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)****13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

(✓)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

The purpose of this amendment is to:

- (1) add Section L clause, "Submission of Organizational Conflict of Interest Plan";
- (2) revise Attachment #4 "Technical Proposal Instructions" ;
- (3) respond to potential offerors questions and
- (4) revise request for proposals receipt date to January 28, 2003 @ 12:00 PM.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) <b>JEWEL A. CARTER</b>	
15B. CONTRACTOR/OFFEROR   (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA   (Signature of Contracting Officer)	16C. DATE SIGNED

NSN 7540-01-152-8070

PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV 10-83)

Prescribed by GSA  
FAR (48 CFR) 52.243

## **AMENDMENTS TO THE SOLICITATION**

1. The Section L clause entitled "SUBMISSION OF ORGANIZATIONAL CONFLICT OF INTEREST PLAN (LOCAL LRT-09-04) (DEC 2001) DEVIATION" has been added. The text is as follows:

Offerors shall submit, along with their cost proposal an Organizational Conflict of Interest Plan which outlines the procedures in place to detect and report conflicts of interest (COI), whether actual or potential, throughout the period of contract performance. The plan shall address step by step, the checks and balances in place to detect and report potential or actual COI at the organizational and personal level as set forth in Attachment 3 entitled, "Minimum Standards for EPA Contractors' Conflict of Interest Plans". The minimum standards set forth the criteria which offerors' COI plans must meet in order to be acceptable to the Agency.

The plan shall be evaluated in accordance with the criteria set forth in the Section M provision entitled "Evaluation of Conflict of Interest Plan."

2. The attachment entitled "TECHNICAL PROPOSAL INSTRUCTIONS" has been modified. The text is as follows:

## **ATTACHMENT #4-TECHNICAL PROPOSAL INSTRUCTIONS**

### **INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF TECHNICAL PROPOSALS**

Proposals will be evaluated based on the information presented in the oral presentations, written proposals, and as discussed under the Past Performance criterion. Such information will demonstrate to the evaluators the offerors' qualifications in regard to the evaluation factors set forth below, which are to be evaluated and weighted in descending order of importance as follows:

The following sections give addition specific details on the required composition of each section of the technical proposal. Again, offerors should note the Technical Evaluation Criteria (Attachment 5) which is listed by order of importance. Offerors should note that all references to "offerors", "you," "your", etc., refer to the prime contractor, all subcontractors, consultants, and any other team contractors.

### **1. WRITTEN PROPOSALS**

Written proposals should consist of three sections: Key Personnel, Management Approach, and Past Performance, which are linked to the corresponding evaluation criteria detailed in Section M titled EVALUATION FACTORS FOR AWARD (EPAAR 1552.25-71) (SEP 1996).

## A. GENERAL INSTRUCTIONS

Technical proposals shall be prepared using the following guidance:

1. **Length** - The maximum total length of the written technical proposals (addressing the three sections described above) shall be limited to 60 typewritten pages (30 double sided pages; anything in excess of 60 typewritten pages will not be considered) on 8½ x 11 inch paper, using no less than 10 point character size and no less than an *average* of 3/4" all around for margins. The following items are *excluded* from the above stated page limitation: letters of transmittal, cover page, table-of-contents, dividers, resumes, and briefing charts to be used during oral presentations (maximum 30 pages of charts). Foldout pages are considered as the total number of 8 ½ x 11 inch pages or fractions thereof that they fit. Offerors are strongly urged to be as succinct, clear and concise as possible in writing the proposal, and to adhere to the recommended page limitation.
2. **Organization** - Offerors are advised to supply all information in the sequence and format specified below. The Offeror's proposal and supporting documentation must provide a sufficient basis for a thorough evaluation of the proposal and provide the information needed to evaluate the proposal in accordance with the evaluation factors set forth in Provision M.3. It is suggested that proposals be placed in binders with dividers clearly indicating the following sections:
  - a. Key Personnel
  - b. Management Approach
  - c. Past Performance
3. **Charts** - In the written proposal, the offerors are encouraged to use quantitative and graphical methods to portray facts whenever possible, through the use of charts, lists, matrices, diagrams, tabulations, etc.
4. **Prohibition of Cost Data** - All costs or pricing details must be omitted from the technical proposal. Unpriced details on labor source, material, travel, and other direct costs shall be presented using exhibits and formats that will facilitate a comparison with the associated costs in your cost proposal.
5. **Exceptions** - Any exceptions or conditional assumptions taken with respect to the requirements of this RFP shall be fully explained in the proposal. Please note, however, that exceptions or deviations may render your proposal ineligible for an award without discussions.
6. **Sufficiency** - The information provided in the technical proposal should be concise, factually complete and responsive. Offerors must clearly demonstrate their ability to

meet all the requirements contained in this RFP. Stating that you understand and will comply with the Statement of Work, or parts thereof, is considered to be inadequate. Stock phrases, such as “standard procedures will be employed” and “well-known techniques will be used” are insufficient. The technical proposal must be sufficient to explain how you propose to comply with the Statement of Work (Attachment 1), including a full explanation of the techniques and procedures you propose to follow. **Data previously submitted in response to other Environmental Protection Agency (EPA)/U.S. Government RFPs and incorporated into the technical proposal by reference will not be considered.**

**1. KEY PERSONNEL** (Written Proposal)  
(Criterion II of Attachment 5)

The offeror shall provide a matrix summary table that is consistent with the information required in narrative form regarding proposed personnel. In this section, offerors shall provide details on the experience, availability, and qualifications of proposed key personnel to be utilized on this contract (including subcontractors and consultants).

**A. Experience, Qualifications, and Commitment of Key Personnel**

Offerors shall demonstrate how the personnel skills proposed in your offer will be present for the duration of the contract: (1) describe the capacity of your organization with respect to current manpower availability, indicate if proposed key personnel are full-time, part-time, or contracted consultant employees; (2) state whether employees on which estimates are based are presently on your payroll and available for this work (if not, state number of types of skills of persons who would have to be hired); and (3) describe your plan for obtaining necessary skills through subcontracting portions (indicate percentages) of this required work. Offerors shall provide resumes for the personnel proposed. Provide percent availability for this contract, for all key personnel. The total number of proposed key personnel shall not exceed six individuals.

The resume shall demonstrate that the proposed personnel possess the qualifications (i.e., education and experience) necessary to successfully manage and perform the SOW. Each resume submitted shall not exceed four (4) typewritten pages in length and must provide the following information:

- i. level of education, degree(s) awarded, if any, and the field of study;
- ii. present job title, description, number of years in that position, and number of years experience in the field of expertise;
- iii. immediate supervisors for the past five years (in reverse chronological order) including the supervisor's name, business address, telephone number, and the employer's company name and address;
- iv. professional accomplishments in terms of relevant publications, honors, awards;

- v. significant and relevant project experience;
- vi. experience in managing or supporting projects in areas similar to the functional requirements described in the solicitation;
- vii. signature of the individual and an authorized official of the offeror's firm;

In addition to i. through vii. above, resumes submitted for all proposed key personnel shall also address the following:

- viii. ability to schedule and coordinate several concurrent tasks;
- ix. ability to manage or support multi-contractor activities;
- x. ability to perform contract administration functions.

To the extent appropriate for a particular key personnel position, candidate resumes and supplementary explanations, if any, should address the candidate's leadership qualities, managerial capabilities, technical skills, and experience necessary for cost-effective, timely and quality participation in, and accomplishment or management of the contract functional requirements.

The resume shall demonstrate that the proposed personnel possess the qualifications (i.e., education and experience) necessary to successfully manage and perform the SOW.

At a minimum, the government considers the Program Manager, and certain senior level professionals who have been designated, to be key personnel. You may include others with an explanation of why you consider them to be important to the performance of the contract. You should indicate which of these personnel are employees of your company, which are proposed new hires, and which will be provided through subcontractors.

**2. MANAGEMENT APPROACH** (Written proposal)  
(Criterion III of Attachment 5)

a. Offerors shall describe their approach to planning, organizing, and carrying out contract activities as presented in the SOW, so as to ensure effective, efficient, timely, and responsive support. This shall include their description of a proposed management plan, including subcontractors. Offerors shall discuss how they plan to effectively meet the requirements of the contract through the roles and responsibilities of their team members, and through lines of authority and communication within the organization, and their ability to resolve potential problems arising during contract performance.

b. Offerors should submit a Labor Mix Matrix for the first year of the contract, demonstrating how they plan to distribute the level of effort among the prime and subcontracting

team. This matrix should reflect the mix of hours shown in the Cost Proposal Instructions, Attachment 6. This matrix should not exceed one page in length using no less than 10 point character size and no less than an average of 3/4" all around for margins.

### **3. PAST PERFORMANCE**

(Criterion IV of Attachment 5)

#### **1. Past Performance Questionnaires**

Offerors shall submit the following information as part of their technical proposal for the proposed prime contractor and for proposed subcontractors whose total estimated price exceeds \$500,000. Offerors shall also complete Part A of the Past Performance Questionnaire (Attachment 9) for any previous and/or current contract and/or subcontract work that the Offeror determines is directly related to the requirements under this RFP. Offerors shall submit one form for each client or reference for whom they have performed work similar in scope to the requirements in the SOW for this RFP. Multiple Project Summaries describing work performed for the same client under the same contract should be included on the same questionnaire form. Questionnaire forms **will not** count toward the 60-page limit of the Offeror's written proposal.

a. A list of the last five (5) contracts/subcontracts completed within the last five (5) years, and all contracts and subcontracts currently in process, which are similar in nature to this requirement. Contracts listed may include those entered into with Federal, State and local governments, and commercial businesses. Include the following information for each contract/subcontract:

- i. name of contracting activity/commercial business;
- ii. contract number and title;
- iii. contract type and total contract/subcontract value;
- iv. brief description of contract/subcontract and the technology areas involved;
- v. period of performance;
- vi. contracting officer/contract administrator's name and telephone number;
- vii. program officer's name and telephone number;
- viii. administrative contracting officer's name and telephone number, if different

from vi.;

- ix. list of major subcontractors [those performing ten percent (10%) or greater of the total level-of-effort] employed by offeror to satisfy contract requirements;

b. Offerors should not provide general information concerning their performance on the identified contracts. General performance information will be obtained from the references.

c. Offerors may describe any quality awards or certifications that indicate the offeror possesses a high-quality process for developing and producing the products or services required. Such awards or certifications include, for example, the Malcolm Baldrige Quality Award, Government quality awards/recognition, and private sector awards or certifications.

If not bestowed upon the entire company, identify the segment or division of the company that received the award and/or certification. If the award or certification is over three (3) years old, present evidence that qualifications still apply.

d. In accordance with FAR 15.305(a)(2)(ii), offerors may also identify problems encountered on the identified contracts and discuss the corrective actions that offerors have implemented to ensure that the problems are not likely to occur again.

e. Offerors shall inform all individuals identified under vi., vii., and viii. above that EPA Officials will be inquiring into the offeror's past performance. Offerors should use the "Client Authorization Letter," Attachment 8 under Section J, for this purpose. These individuals shall be notified prior to the submittal of this portion of the proposal.

## **2. ORAL PRESENTATIONS**

### **TECHNICAL EXPERTISE/SAMPLE WORK ASSIGNMENTS**

#### **A. GENERAL**

Offerors shall demonstrate and present their technical knowledge concerning the Statement of Work (SOW), and approach to addressing the issues identified in the "Sample Work Assignments" (Attachment 11), through oral presentations. In addition to the oral presentation on the sample work assignments, the offerors will be asked a series of questions (all offerors will be asked the same questions) related to other areas of the SOW (Attachment 1) in order to demonstrate their understanding of the SOW and technical expertise relevant to the SOW. The purpose of the oral presentation will be to obtain information to assess the offerors' understanding of the requirements of the SOW, their knowledge and expertise in performing the tasks identified in the SOW, and their proposed key personnel's expertise and knowledge. Up to six key personnel specifically identified in the written proposal will be allowed to participate in the Oral Presentations.

#### **B. SCHEDULE FOR PRESENTATIONS**

Presentations will be scheduled with offerors as soon as possible after the closing date for receipt

of proposals. The order in which offerors will make their presentations to the Government will be determined by a drawing of lots by the Contracting Officer after receipt of written proposals. The presentations will be scheduled as tightly together as possible. Once notified of their scheduled presentation date and time, offerors shall complete their presentations on the scheduled date and time. Requests from offerors to reschedule their presentations will not be entertained and no rescheduling of presentations will be allowed unless determined necessary by the Government to resolve unanticipated problems.

### **C. PLACE FOR PRESENTATIONS**

Presentations shall be performed in person at EPA headquarters in Washington, DC.

### **D. VIDEOTAPING**

Presentations will be videotaped by the Government. Each offeror will be provided a copy of his own videotaped presentation if requested. Submission of videotapes or other forms of media containing the presentation are not authorized and such technical proposals shall be rejected.

### **E. PRESENTATION FORMAT**

1. ***Presentations shall be made by up to six members of the proposed Key Personnel staff*** as determined by the Offeror. Offerors will be given a total of 60 minutes for addressing sample work assignments and 120 minutes to respond to 4 written questions comprise of 60 minutes preparation time and 60 minutes response time. Offerors will make their presentations to the EPA selection officials. The presentations must be complete, concise and clear.

2. Offerors shall demonstrate their technical knowledge and understanding of the SOW in presenting their approach to the two Sample Work Assignments (Attachment 11). The presentation shall address:

- a. Major issues they identify concerning the work assignment;***
- b. Major milestones or activities for the SOW tasks (sub-tasks);***
- c. Estimated time frames/schedules to complete these major milestones or activities;***
- d. Decision points and responsible parties making the decision;***
- e. Contractor actions, EPA actions, actions by other parties;***
- f. Potential problems or bottlenecks to project completion and proposed solutions.***



- g. Proposed staff to be assigned to this WA, including their knowledge, skills, abilities, and previous experience in performing similar tasks.*

3. **Offerors will be given a total of 60 minutes, with no more than thirty (30) minutes maximum for each sample work assignment,** to make their presentation regarding the sample Work Assignments. During each presentation, offerors will address their technical approach to the sample work assignments, discussing the issues, processes, schedules, roles and responsibilities, potential problems and associated solutions for the work assignment. No exceptions to this time frame will be allowed, and presentations shall not exceed the allotted time.

--Offerors shall be limited to no more than 30 briefing charts for the entire 60 minute presentation. The briefing charts may be presented using an overhead projector or a data projector. EPA will provide an overhead projector and a lcd data projector with 1024 x 768 dpi resolution. The briefing charts should highlight information in the briefing, not provide a narrative of the briefing content. The Offeror shall provide 5 copies of the briefing charts for use by EPA reviewers at the formal presentation. The briefing charts submitted must be copies of the view charts used during the oral presentation. Any substitution of charts will adversely affect the evaluation of the presentation. Offerors are responsible for providing a person to "flip" the briefing charts, if it will not be done by the briefer.

-- The presenters may use name plates to identify themselves if desired, and the name plates will not count against the 30 chart limit.

--Offerors will also be allowed to write on a flip chart during both the 60 minute and the 120 minute (described below) oral presentations to illustrate their points. EPA will provide the flip chart, flip chart paper, and black, red, blue, and green pen markers.

4. Following the 1-hour presentation on the Sample Work Assignments and any request for clarifications from the Government, offerors will be allowed a 15-minute break. ***Following the break, offerors will be given four written questions related to other areas of the SOW to answer orally. Offerors will be given sixty (60) minutes to prepare their responses and sixty (60) minutes to present them.*** Please note that the four questions are intended to be extremely difficult. Potentially, a team of qualified experts could spend days analyzing any one of the issues. The Government expects the offerors to discuss how they would resolve the issues, thereby demonstrating knowledge of all issues.

5. Responses to the questions must be oral, but the team will have access to the Government supplied flip chart during preparation and may use the flip chart during the presentation as a visual aid. Offerors are welcome to bring written reference materials to the oral

presentation to assist in preparing responses. Use of telephones or other outside communications such as E- mail in preparing for the presentation will not be permitted. If an offeror is found to be communicating with an outside party, the offeror will no longer be considered for award.

6. Following each of the (60 and 120 minute) presentations described above, the Government may request clarification of any points addressed which are unclear and may ask for explanation or substantiation by the Offeror on any point which was not adequately supported in the presentation. Any such interchange between the Offeror and the Government will be for the sole purpose of clarification only, and will not constitute discussions within the meaning of FAR 15.610. **The Government intends to award a contract without discussions.** If the Government determines that discussions and final proposal revisions are necessary, the Offeror will not be permitted to make any revisions to the oral presentation or to the answers given by the Offeror's team during the question and answer sessions in writing or otherwise.

7. NO COST OR PRICING information shall be included in the presentation.

3. The attachment entitled "RESPONSES TO QUESTIONS" has been added. The text is as follows:

Question 1. B.1(a) defines "Direct Labor" as excluding company management, typists, and keypunch operators even though such support personnel are normally treated as direct labor by the contractor. We are a small company, and our company management and other support personnel routinely perform billable work. In this instance, the hours for these individuals are spelled out in our workplans. Will the government accept these hours as direct?

Answer 1.

**No, the government will not accept these hours as direct. Offerors shall use a Clerical Support category.**

Question 2. B.4(a) limits the potential fee for a PBWA to the same percentage fee as the basic contract fixed fee. The effect of this is that PBWAs can only have the fixed fee or less. Moreover, any efficiency that the Contractor proposes would further reduce the available fee (i.e., fewer hours/lower costs would result in a lower target fee, which then could only be reduced based on performance, but never increased). Would the government consider removing the limitation on fee percentage for PBWAs?

Answer 2.

**Yes, the government would consider removing the limitation on fee percentage for PBWAs.**

Question 3. On p. 4-2 of the Technical Proposal Instructions, EPA states that the maximum length is 60 pages or 25 double sided pages (which would be 50 pages). Which is the correct amount - 50 or 60 pages?

**Answer 3.**

**The correct amount is 30 double sided pages for a maximum length of 60 pages.**

Question 4. On p. 4-2, EPA states that there is a maximum of 20 pages of briefing charts, submitted as part of the written proposal, that are excluded from the total page count. Does this mean that any briefing charts beyond 20 are included in the page limitation or is this the limitation on briefing charts? On p. 4-8, EPA indicates that offerors are limited to no more than 30 briefing charts. Please clarify these two limitations.

**Answer 4.**

**Offerors are limited to a maximum of 30 pages of briefing charts to be used in the oral presentation.**

Question 5. On p. 4-4, EPA states that resumes should be provided for key personnel and that the total number of proposed key personnel should not exceed 6 individuals. On p. 4-5, EPA discusses typical staff who are considered as key personnel and later states that "you may include others ...." and "The total number proposed shall not exceed nine individuals". It is not clear if "others" refers to staff who are key personnel other than senior level professionals or if "others" refers to staff that are important to this effort beyond the "6" key personnel. Please clarify. Assuming that this refers to 3 additional staff beyond the key personnel, what information should or can be provided for these staff? Also, please let us know if we can include names of other staff with relevant qualifications in the Key Personnel section beyond the six or nine designated staff.

**Answer 5.**

**Other refers to staff who are key personnel other than senior level professionals. In addition, key personnel shall not exceed six designated staff. Please see revised Technical Proposal Instructions and Question 20.**

Question 6. On p. 4-5 in the Management Approach, it mentions a limitation of two pages for the text plus a one-page labor mix matrix. Given this and that the Past Performance and Key Personnel sections will likely total less than 20 pages in length, it appears that the technical proposal will be well short of the maximum number of pages allowed. We want to confirm that the two page limitation on the Management Approach is correct and that there is no additional information that is to be included in the Technical Approach that we are missing.

**Answer 6.**

**Under the written proposal, delete the page limitation on Management Approach.**

Question 7. Attachment #4, Section 3 indicates that past performance questionnaires must be completed (and past performance information submitted, it would appear) for proposed subcontractors whose total estimated price exceeds \$1million; but L.11(a) indicates that past performance information is required for subcontracts expected to exceed \$500,000. Please clarify.

**Answer 7.**

**Attachment 4, section 3 should indicate that past performance questionnaires must be completed for proposed subcontractors whose total estimated price exceeds \$500,000.**

Question 8. Our proposed team includes two subcontractors that will likely each have total estimated prices exceeding \$1 million. Do we need to submit 5 or 15 past performance submittals? References include p. 4-5 and p. L-6.

**Answer 8.**

**The offeror needs to submit at least 5 references, if applicable, for each subcontractor that have total estimated prices exceeding \$500,000.**

Question 9. On p. L-6, EPA states that past performance references must be within the past five years. On p. 4-6, it states that they must be within the past three years. Which is correct?

**Answer 9.**

**Past performance references must be within the past five years.**

Question 10. The cost proposal instructions included in Attachment 6 provide the anticipated percentage of total hours by task for each year of the contract. Is this merely informational, or do we need to prepare our cost proposal at the task level of detail?

**Answer 10.**

**The anticipated percentage of total hours by task for each year of the contract is merely informational, for proposal preparation purposes.**

Question 11. A question related to the Technical Proposal Instructions (Attachment #4) on page 4-2. In the Written Proposal section under A. General Instructions 1. Length the exclusions include "...,Questionnaire Forms to be used in the sample work assignment segment of the oral presentation." which is not clear:

- a. Are these Questionnaire Forms the Past Performance Questionnaires (Attachment #9)?
- b. If not, do the Past Performance Questionnaire Forms count against the 60 page limit?
- c. If not, can you please clarify what Forms this phrase refers to?

**Answer 11.**

- a. No, these questionnaire forms are not the past performance questionnaires.**
- b. No, the past performance questionnaire forms do not count against the 60 page limit.**
- c. Questionnaire Forms were referenced in error.**

Question 12. Is cross referencing information in one section to another (within either the Technical or Cost Proposals) acceptable? This will minimize text.

**Answer 12.**

**Yes, cross referencing information in one section to another is acceptable.**

Question 13. Can you explain the difference between the briefing charts excluded from the 60 page count in item 1.Length and those included in item 3.Charts of Attachment #4 Technical Proposal?

**Answer 13.**

**The briefing charts are those to be used during oral presentations. These charts are excluded from the 60 page count in item 1. Length and 3. Charts of Attachment #4.**

Question 14. Page 7 of 7 is missing from RFP first seven (7) pages.

**Answer 14.**

**There is no page 7 of 7.**

Question 15. On page L-5, 4 (ii) Travel expenses, there is a requirement to provide a schedule illustrating how travel was computed. However, on page 6-7 (attachment 6), III.A, we are required to use specified travel amounts in the proposal. Please clarify that paragraph 4(ii) is not required.

On page L-6, 7(i), there is a requirement for a detailed schedule of the ODCs. However, on page

6-7, III.A, we are required to use specified ODC amounts. Please clarify that paragraph 4(ii) is not required.

**Answer 15.**

**Both paragraph 4 (ii) on page L-5 and 7 (i) on page L-6 are required.**

Question 16. Page L-11 is missing from the RFP.

**Answer 16.**

**There is a Page L-11.**

Question 17. Section M: Will each of the Evaluation Factors and Subfactors be rated with either a Superior, Good, or Satisfactory, or Unsatisfactory? If so, how will these individual ratings be combined to arrive at an overall proposal rating? rank the proposal submittals?

**Answer 17.**

**The Evaluation Factors will be evaluated according to Section M.3, entitled “Evaluation Factors for Award.” The evaluation rating scheme to be applied to the Technical Evaluation Criteria is defined in Attachment 7.**

Question 18. Section M: Section M.6 refers to a “Conflict of Interest Plan” that will be evaluated as acceptable or not acceptable, however Section L does not require a plan. L.8 requires that we only “certify” that we do not have any potential conflicts of interest. Please clarify the requirement and any pre-award evaluation criteria. If a Conflict of Interest Plan is required pre-award, does it count within the page limit?

**Answer 18.**

**The government has added an additional clause in Section L entitled, “Submission of Organizational Conflict of Interest Plan”. The Conflict of Interest Plan is required pre-award and is not subject to the 60 page limitation.**

Question 19. Is the QMP included within the page limit?

**Answer 19.**

**The Quality Management Plan is not subject to the 60 page limitation.**

Question 20. Attachment #4: Attachment #4 KEY PERSONNEL refers to a matrix table of proposed personnel. Subsequently, this section specifies the maximum number of Key Personnel that can be proposed is six (6) and that the maximum number of additional proposed personnel is nine (9). Please clarify that we are allowed to submit 15 resumes. In addition, a proposed offeror would like to use the matrix to demonstrate the depth and breadth of our Team, however are questioning the limitations of individuals that we may show in the matrix. Please clarify that the matrix is or is not limited to Key Personnel and any other (up to nine) proposed personnel.

**Answer 20.**

**Please see revised Attachment 4. There are no limit to the amount of additional proposed personnel that an offeror can propose. The matrix is not limited to Key Personnel.**

Question 21. Attachment #4: Attachment #4 MANAGEMENT APPROACH refers to a description of a management plan and also a two (2) page limit on “this management approach”. Please clarify that CRITERION III – Management Approach is limited to two (2) pages in length, plus a one-page labor matrix.

**Answer 21.**

**The two (2) page in length limitation to the Management Approach is deleted.**

Question 22. Attachment #4: In Attachment #4, (Page 4-5), the Management Approach b: requires that "the matrix should reflect the mix of P-level hours shown in the Cost Proposal Instructions, Attachment 6. However, in Attachment 6, actual P levels are not provided - only percentages. What should we show in the matrix?

**Answer 22.**

**Attachment 4, (Page 4-5), the Management Approach b should read, “Offerors should submit a Labor Mix Matrix for the first year of the contract, demonstrating how they plan to distribute the level of effort among the prime and subcontracting team. The matrix should reflect the mix of hours shown in the Cost Proposal Instructions Attachment 6.”**

Question 23. Attachment #4: Attachment #4 (Page 4-8) refers to 30 briefing chart limit for the entire 60 minute sample work assignment presentation. Page 4-2 refers to a 20 page maximum for the briefing charts. Please clarify the briefing chart page limitation.

**Answer 23.**

**The briefing chart page limitation is 30.**

Question 24. Attachment #4: Please clarify that a chart “flipper” does not count against the 6 person Key Person headcount limit at orals.

**Answer 24.**

**The chart “flipper” does not count against the 6 key person headcount during oral presentations.**

Question 25. Attachment #4: Should a hardcopy of the technical approach/oral presentation slides be submitted as a separate volume? Alternatively, should they be included in the Technical proposal?

**Answer 25.**

**The Offeror shall submit a hard-copy of the technical approach/oral presentation slides to the Contracting Officer when the offeror arrives for oral presentations.**

Question 26. Attachment #6: The last two pages (6-27 and 6-28) appear to be missing.

**Answer 26.**

**There are pages 6-27 and 6-28 in Attachment #6.**

Question 27. What is the current value of the incumbent’s contract? An EPA database that we looked at reflects a value of approximately \$1.4 million over a five-year period.

**Answer 27.**

**The current value of the incumbent’s contract is approximately \$3.1 million over a five-year period.**

Question 28. Does the EPA anticipate that the majority of the work will be performed in Washington DC for EPA Headquarters Office of Solid Waste? If not, in what States will work be performed? Please indicate if there is a preference to have employees in certain locations.

**Answer 28.**

**The majority of work will be performed in the Washington, DC Metropolitan Area for EPA Headquarters Office of Solid Waste.**

Question 29. Please clarify that the following is accurate:



- a. Ms. Jewel A. Carter, Contracting Officer
- b. Ms. Holly N. Donawa, Contracting Specialist

**Answer 29.**

**The Contracting Officer and Contract Specialist names are correct.**